



City of Irving Job Description

CIP Contracts Administrator

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program (CIP)
Job Code:	K201	Reports To (Job Title):	Engineering Manager – Development Services

PURPOSE

To manage, coordinate, analyze, negotiate, and recommend various real estate transactions, real property management, city property lease contracts, abandonments, and disposal of surplus city properties for all departments. To review development plans, attend pre-development meetings, review SWPPP manuals, review private fire line service agreements and three-way contracts and water meter applications. Further, to assist with the monthly small cell permit billing process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Help review Plats and Zoning cases for standard language and against a checklist for new drainage ordinance and other development standards.
- Attend Pre-Development meetings, Tech Review and P&Z meetings as a back-up when Engineering Manager – Development Services is not available.
- Review, edit and process 3-way contracts and water connection permits. Check maintenance bonds, permit, plans as submitted by developers and contractors.
- Review and process water vault easements, and coordinate with the Annual Real Estate Consultant for easements as required for the new vaults.
- Review and process Private Fire Line Service Agreements by preparing the Legal Services Request (LSR) and Administrative Award (AA) documents.
- Complete, analyze and process new water meter applications for Commercial and Industrial Developments, which includes calculating the impervious area for Municipal Drainage Utility (MDU) charges.
- Process Right-of-Way (ROW) and Easement abandonment requests for new developments.
- Participate in – and, as needed, take a lead role in – City property management responsibilities, including leases, real estate contracts, securing city surplus property and disposing of city properties; particularly with respect to contracts and leases, this often entails negotiating on behalf of the City.
- Participate as needed in the review of SWPPP books against the standard checklist and coordinate the signatures of the paperwork for City Projects.
- Help with the Small Cell permit review for monthly audit and confirmation to Finance for billing.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in the review and verification of right-of-way and easement paperwork as submitted by annual real estate consulting firms for completeness and accuracy prior to submission to the City Attorney's Office for review.
- Perform other special projects as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor.

Organizational Supervision (*As assigned*) - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 0-5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Manage financial transactions associated with real estate sales and revenue generated through permits and contracts. Monitor and analyze contract expenditure to assure compliance and inform negotiation.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.A or B.S) from an accredited four year college or university in Business, Real Estate, Engineering or a related field.

EXPERIENCE

- Five (5) years of experience in real estate, business management or contract management.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Notary Public preferred.

KNOWLEDGE OF

- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- Real Estate: Valuation methods, procedures, laws, and tools to accurately estimate real estate market value, as well as, general business practices as associated with leases and rental agreements.
- Municipal Purchasing: Laws and procedures for municipal real property purchasing.

- Basic real estate development requirements for private development plans and water meter permitting related to private development.
- Development Evaluation: General practices associated with the review and verification of mandated requirements for contracts, real estate easements and general franchise utility permits.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite and Adobe Pro.
- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- Technical Writing: General guidelines and methods required to draft and edit contracts, leases and agreements.

SKILLS AND ABILITIES IN

- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Service Orientation: Actively looking for ways to help people.
- Identification of Key Causes: Identifying the nature of problems and the things that must be changed to achieve a goal.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Applied Reasoning: Developing approaches for implementing an idea, which entails the practical application of knowledge.
- Cooperation/Networking: Establishing and maintaining effective working relationships, characterized by open and constructive communications, with work-related contacts.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options, produce recommendations for action, and implement solutions.
- Project Collaboration/Leadership: Working on teams, and managing and leading a project and/or team as necessary.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Self-Management: Working independently and with minimal supervision, which includes practicing self-motivation and taking initiative.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Negotiation: Bringing others together to reconcile differences.
- Property Acquisition: Coordinating and executing contracts and agreements with property owners and overseeing the closing of transaction(s).
- Persuasion: Convincing others to approach things differently, so as to reach compromises.
- Interactive Presentation: Effectively presenting information to groups and respond to questions from stakeholders.
- Technical Comprehension: Reading and understanding maps, surveys, legal descriptions of property, plot plans, profiles, blueprints, drawings, and specifications.
- Technical Problem-Solving: Dealing with problems involving several concrete variables in standardized situations.
- Written & Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, and so as to achieve desired results.

- Writing Comprehension: Reading and understanding information and ideas presented in writing.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Internally, this position consults with Directors and Managers in the Water Utilities, Planning and Development, Economic Development and City Attorney's Office on a weekly basis. Externally, it interacts and meets with citizens, developers, contractors and consultants on a weekly basis. Further, it engages monthly with various non-profit organizations which have leases with the City.

EQUIPMENT AND PROPERTY

This position utilizes standard office equipment, including a cell phone and laptop.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to vehicle, lift up to 10 pounds, listen, see, sit, stand, talk, and walk. Occasionally, s/he is required to lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.